



## **STATE OF COLORADO**

### **CLASS SERIES DESCRIPTION**

**July 1, 2002**

#### **STATE PATROL**

A4A1IX TO A4A7XX

#### **DESCRIPTION OF OCCUPATIONAL WORK**

This class series uses six levels in the Enforcement and Protective Services occupational group and describes law enforcement work in the Colorado State Patrol. The purpose of this occupation is to enforce the law to protect persons and property; detect and prevent criminal activity; and maintain order. By statute, positions above the cadet level are commissioned as peace officers as found in C.R.S. 18-1-901, with specific authorities found in their agency supporting statutes or delegations made by the executive director. The agency may designate classes with paramilitary rank, such as Sergeant, Captain, Major, etc.

The work involves enforcing laws and regulations; exercising powers of custody and arrest; restraining citizens suspected of unlawful behavior; detecting criminal activity; investigating complaints, incidents, and accidents; interviewing witnesses; gathering evidence; responding to emergencies and requests for assistance; providing traffic and crowd control; writing appropriate citations and reports; participating in special enforcement, inspection, or regulatory actions or investigations; and testifying in court proceedings. The work may involve conducting safety or crime prevention training; providing first aid; or providing security escort service.

**INDEX:** State Patrol Intern begins on this page, State Patrol Trooper begins on page 2, State Patrol Trooper III begins on page 4, State Patrol Supervisor begins on page 5, State Patrol Administrator I begins on page 6, and State Patrol Administrator II begins on page 8.

#### **STATE PATROL INTERN**

A4A1IX

#### **CONCEPT OF CLASS**

This class describes the intern or cadet level. Positions in this level receive classroom and field training designed to familiarize them with the duties of a trooper. Under the supervision of instructors, positions participate in formal classroom training and instruction in law enforcement

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methods and procedures, weapons use, traffic direction and control, accident investigative techniques, first aid and rescue operations, and agency administrative and work processes.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be many but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the results of the operation. For example, in training exercises, there is typically only one correct response or action, and decisions are limited to speed and priority.

**Complexity** -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines, which cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step. As an example, training instructions, reference manuals, and instructor guidance clearly limit choices.

**Purpose of Contact** -- Regular work contacts with others, outside the supervisory chain and whatever the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting information to solve factual problems, errors, or complaints. For example, contacts are limited to giving responses learned in the training.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor.

## **STATE PATROL TROOPER**

A4A3TX

### **CONCEPT OF CLASS**

This class describes the fully-operational trooper. Positions in this level have primary responsibility for enforcing motor vehicle and criminal laws by patrol work that includes traffic control, investigating accidents, helping motorists with emergencies or mechanical breakdowns, and some crime prevention. Some positions in this class may perform special law enforcement assignments in such areas as hazardous materials route enforcement, interstate commercial

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transportation enforcement, and special security or escort duties. This class differs from the State Patrol Intern class in the Decision Making, Complexity, and Purpose of Contact factors.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making --** The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. For example, positions decide appropriate means to detect commercial shipments of hazardous materials. By nature, data needed to make decisions are many and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. As an example, positions decide how and what areas to patrol in their assigned sectors based on weather, incident frequency, or accident reduction objectives.

**Complexity --** The nature of, and need for, analysis and judgment is patterned, as described here. Positions study accident or crime information to determine what it means and how it fits together to get practical solutions in the form of accident causes or to establish evidence. As an example, positions analyze traffic accident scenes to judge contributing causes or fault. Guidelines in the form of statutes, regulations, procedures, or legal precedents exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involve choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions choose the appropriate citation based on the existing choices.

**Purpose of Contact --** Regular work contacts with others, outside the supervisory chain and despite the method of communication, are for the purpose of physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. For example, positions arrest citizens when violations dictate such action.

**Line/Staff Authority --** The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

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## **STATE PATROL TROOPER III**

A4A4XX

### **CONCEPT OF CLASS**

This class describes the patrol officer in a work leader role. Positions in this level perform enforcement work in a recognized specialty area characterized by lead work over others. This class differs from the State Patrol Trooper class in the Line/Staff Authority factor only.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making --** The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. For example, positions decide appropriate means to detect commercial shipments of hazardous materials. By nature, data needed to make decisions are many and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. As an example, positions decide how and what areas to patrol in their assigned sectors based on weather, incident frequency, or accident reduction objectives.

**Complexity --** The nature of, and need for, analysis and judgment is patterned, as described here. Positions study accident or crime information to determine what it means and how it fits together to get practical solutions in the form of accident causes or to establish evidence. As an example, positions analyze traffic accident scenes to judge contributing causes or fault. Guidelines in the form of statutes, regulations, procedures, or legal precedents exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involve choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions choose the appropriate security coverage based on the existing choices.

**Purpose of Contact --** Regular work contacts with others, outside the supervisory chain and despite the method of communication, are for the purpose of physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. For example, positions arrest citizens when violations dictate such action.

**Line/Staff Authority --** The direct field of influence the work of a position has on the organization is as a work leader or staff authority. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at

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higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

**OR**

The staff authority is a pacesetter who has a unique level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. It is an essential component of the work assignment that is delegated by management to the position. This authority directly influences management decisions within an agency. For example, management relies on such a position when making decisions regarding the direction that policy or a program should take in the staff authority's field of expertise. Managers and peers recognize and seek this level of technical guidance and direction regarding the application of a program or system within the agency or to its clients.

### **STATE PATROL SUPERVISOR**

**A4A5XX**

#### **CONCEPT OF CLASS**

This class describes the first supervisory level. In addition to work described in lower classes, positions in this level supervise the work of three or more full time equivalent (FTE) positions. Supervisory duties include decisions that affect the pay, status, or tenure of others. This class differs from the State Patrol Trooper III class in the Decision Making and Line/Staff Authority factors.

#### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making --** The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. For example, positions decide the type of patrol activity to schedule, the coverage and man-hour allocations by activity, and the back-up support needed. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents to determine their relationship to the problem. For example, positions analyze traffic accident prevention models in relation to unusual accident rates for a particular area and decide the most effective means of reducing accidents. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

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**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study accident or crime information to determine what it means and how it fits together in order to get practical solutions in the form of accident causes or to establish evidence. As an example, positions analyze traffic accident scenes to judge contributing causes or fault. Guidelines in the form of statutes, regulations, procedures, or legal precedents exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involve choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions choose the appropriate enforcement plan based on the alternatives.

**Purpose of Contact** -- Regular work contacts with others, outside the supervisory chain and despite the method of communication, are for the purpose of physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. For example, positions arrest citizens when violations dictate such action.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a unit supervisor or senior authority. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one subordinate position must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

## **OR**

The senior authority is a pacesetter who has a unique level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. It is an essential component of the work assignment that is delegated by management to the position. This authority directly influences management decisions beyond the agency. Managers and peers seek this level of technical guidance and direction as the designer of a statewide system or in a subject area for other areas of state government. Managers and peers, both internally and externally to the agency, rely on this pacesetter when making decisions regarding the direction that policy, programs, and systems should take in the pacesetter's field of expertise.

## **STATE PATROL ADMINISTRATOR I**

**A4A6XX**

### **CONCEPT OF CLASS**

This class describes the second supervisory level. Positions in this level supervise two or more subordinate supervisors and have responsibility for a designated unit (troop or staff). This responsibility includes oversight of two or more sections of troopers and entails such things as planning, scheduling, and evaluating operations. In addition to evaluating and controlling law

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enforcement patrol activities, positions in this class may have duties relating to oversight of facilities, communications, maintenance, and equipment. This class differs from the State Patrol Supervisor class on the Complexity, Purpose of Contact, and Line/Staff Authority factors.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. As an example, positions establish processes for interagency cooperation on joint enforcement efforts. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents to determine their relationship to the problem. For example, positions decide which law enforcement principle applies to special events such as road races or a special drug enforcement program. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

**Complexity** -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of law enforcement theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. For example, as on-scene commander, positions evaluate the importance of investigative principles versus removal of persons with injuries or casualties at large scale accidents. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. Together with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies. For example, positions tailor existing guidelines to deal with emergencies such as back up communications plans when the primary centers are destroyed by catastrophic weather.

**Purpose of Contact** -- Regular work contacts with others, outside the supervisory chain and despite the method of communication, are for the purpose of negotiating as an official representative of one party to obtain support or cooperation where there is no formal rule or law to fall back on in requiring such action or change from the other party. Such negotiation has fiscal or programmatic impact on an agency. In reaching settlements or compromises, the position does not have a rule or regulation to enforce but is accountable for the function. As an example, positions negotiate highway jurisdictional agreements with local law enforcement authorities that have impact on the fiscal resources of the unit.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a manager or leading authority. The manager must be accountable for multiple

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units through the direct supervision of at least two subordinate Unit Supervisors; and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### **OR**

The leading authority is a pacesetter who has a rare level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. It is an essential component of the work assignment that is delegated by management to the position. This authority directly influences management decisions and peers in the profession outside state government. Managers and peers beyond state government recognize and seek this level of technical guidance and direction because of the recognized expertise in a subject area. For example, program managers and colleagues in other states rely on this regional or national pacesetter when making decisions regarding the direction of their policy, programs, and systems in the pacesetter's field of expertise. This reliance on, and delegation of, primary responsibility for influencing management direction, including representing the state regionally or nationally, separates this level of staff authority from all others.

## **STATE PATROL ADMINISTRATOR II**

**A4A7XX**

### **CONCEPT OF CLASS**

This class describes the third-level supervisor. Positions in this level have supervisory and administrative responsibilities directing a field district or staff branch. The work includes planning and evaluating patrol operations, interpreting patrol policies, and resolving inter-agency jurisdictional issues and problems. Positions at this level work inter-district projects and issues and are responsible for communications to and from headquarters. Those positions in a staff branch work on agency-wide projects, issues, and objectives to support field operations. This class differs from the State Patrol Administrator I class in the Decision Making, Complexity, and Line/Staff Authority factors.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the higher management (strategic) level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units to deploy staff. As an example, positions decide budget requests and work units for their district. This level includes inventing and changing systems and guidelines that will be applied by others statewide. By



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nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager or expert determines the systems, guidelines, and programs for the future. As an example, a staff branch position decides the tactical plans for implementing a change in emphasis on law enforcement, such as new computerized processes of analyzing traffic accidents to determine causes.

**Complexity** -- The nature of, and need for, analysis and judgment is strategic, as described here. Positions develop guidelines to implement a program that maintains the agency's mission. Guidelines do not exist for most situations. For example, positions develop agency law enforcement programs for such things as enforcing commercial trucking regulations with other agencies. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how a departmental/agency program will be implemented. For example, district commanders interpret their unique district problems to set up special law enforcement actions, such as temporary site activations for commercial trucking inspections and enforcement.

**Purpose of Contact** -- Regular work contacts with others, outside the supervisory chain and despite the method of communication, are for the purpose of negotiating as an official representative of one party to obtain support or cooperation where there is no formal rule or law to fall back on in requiring such action or change from the other party. Such negotiation has fiscal or programmatic impact on an agency. In reaching settlements or compromises, the position does not have a rule or regulation to enforce but is accountable for the function. As an example, positions negotiate with local law enforcement jurisdictions to share communications sites, thereby sharing costs.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a third-level supervisor. The third-level supervisor must be accountable for multiple units through the direct supervision of at least two subordinate second-level supervisors; and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### **ENTRANCE REQUIREMENTS**

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel & Administration web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

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## **CLASS SERIES HISTORY**

Effective 7/1/02 (DLF). EPS Consolidation Study. Changed class title from Patrol Intern to State Patrol Intern, Patrol Trooper to State Patrol Trooper, Patrol Trooper III to State Patrol Trooper III, Patrol Supervisor to State Patrol Supervisor, Patrol Administrator I to State Patrol Administrator I, Patrol Administrator II to State Patrol Administrator II. Published as proposed 5/8/02.

Revised 7/1/00 (DLF). Change grade on Patrol Intern (A4A1), abolish Patrol Trooper I (A4A2TX), change title and class code of Trooper II (A4A3XX) to Patrol Trooper (A4A3TX) class. Published as proposed 12/1/99. All pay grades changed to reflect statutory change.

Revised 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 5/24/93.

Revised 10/1/87. Nature of work and entrance requirements (A7340-62).

Revised 7/1/79. Title and nature of work (A7361 and A7362).

Revised 1/1/79. Examples of work and entrance requirements (A7343 - A7348).

Created 10/1/76. State Patrol Cadet A7340.

Created 1/1/75. Trooper A through Patrol Captain (A7343-62).

## **SUMMARY OF FACTOR RATINGS**

<b>Class Level</b>	<b>Decision Making</b>	<b>Complexity</b>	<b>Purpose of Contact</b>	<b>Line/Staff Authority</b>
State Patrol Intern	Defined	Prescribed	Exchange	Indiv. Contributor
State Patrol Trooper	Operational	Patterned	Restrain	Indiv. Contributor
State Patrol Trooper III	Operational	Patterned	Restrain	Work Leader or Staff Authority
State Patrol Supervisor	Process	Patterned	Restrain	Unit Supervisor or Senior Authority
State Patrol Administrator I	Process	Formulative	Negotiate	Manager or Leading Authority
State Patrol Administrator II	Interpretive	Strategic	Negotiate	Senior Manager

ISSUING AUTHORITY: Colorado Department of Personnel & Administration